



### Overview/Description

This document provides the steps necessary for processing the actions related to the Shared Leave Pool in OneUSG Connect.

### Prerequisite(s)

- N/A

## Instructions

### 1. Enroll a Sick Leave Donor.

#### Navigation

NavBar > Global Payroll & Absence Management > Payee Data > Maintain Absences > Assign Entitlements and Takes

- Search for the employee, enter the **Employee ID**.
- Enter the following information:
  - **Element Type:** Select "Absence Entitlement."
  - **Element Name:** Select the entitlement that corresponds with the donor's company. In this example we selected "SKLV DON 300."
  - **Begin Date** and **End Date:** Enter the dates of the pay period during which the donation is to take place. These dates should correspond to the Begin and End dates of the payroll / absence calendars during which the assignment is to be made. In this example we are using February 2018.
  - **Unit Element Type:** Select "Numeric."
  - **Entitlement Unit:** Enter the units the payee is donating. In this example, the payee is donating 40 hours.

Do **not** enter anything else for any of the other fields on this page.

**Note:** Balance adjustments are not necessary. The donated sick leave entered on this page will automatically deduct from their available sick leave the next time absences are calculated. The donor will also have a lifetime "Leave Donated" bucket which will display lifetime sick leave donated.

← Absence Entitlement Name Assign Entitlements and Takes

Assign Entitlements and Takes

Employee ID  Empl Record 0 Name

Element Override List

Element Type	Element Name	Description	Active	Begin Date	End Date	Unit Element Type	Element Name - Unit	Entitlement Unit	Frequency
Absence Entitlement	SKLV DON 300	Leave Donation 300	<input checked="" type="checkbox"/>	02/01/2018	02/28/2018	Numeric		40.000000	

Save Return to Search Notify Refresh

Save (Alt+1)



## 2. Enroll a Leave Recipient.

### Navigation

NavBar > Global Payroll & Absence Management > Payee Data > Maintain Absences > Assign Entitlements and Takes

- a. Search for the employee, enter the **Employee ID**.
- b. Enter the following information:
  - **Element Type:** Select "Absence Entitlement."
  - **Element Name:** Select the "Sick Receive" entitlement that corresponds with the the correct company. In this example we selected "SKLV REC 300."
  - **Begin Date** and **End Date:** Enter the dates of the pay period during which the donation is to take place. These dates should correspond to the Begin and End dates of the payroll / absence calendars during which the assignment is to be made. In this example the employee is monthly, so we enter 2/1/18 to 2/28/18.
  - **Unit Element Type:** Select "Numeric."
  - **Entitlement Unit:** Enter the to receive. In this example, the recipient will receive 16 hours.

Do **not** enter anything else for any of the other fields on this page.

**Note:** Balance adjustments are not necessary. The recipient will automatically receive a separate (from Sick Leave) bucket of "Sick Received", which will be used whenever the person takes Sick or FMLA, once their available Sick Leave has been exhausted.

## 3. Calculate Absences.

This is a semi-automated process; absences are calculated when the calendar is opened and calculated.



#### 4. View Results.

##### Navigation

NavBar > Global Payroll and Absence Management > Absence and Payroll Processing > Review Absence/Payroll Info > Results by Calendar Group (or By Calendar)

##### 4.1. Review Results – Donor.

For the donor, on the **Supporting Elements** page we can see the Leave Donation 300 Entitlement calculated 40 hours.

The screenshot shows the 'Supporting Elements' page for Calendar Group ID 2018 M 0228, Monthly Feb 2018. The table lists two elements:

Element Type	Element Name	Description	Amount	Character Value	Date Value	Slice Begin Date	Slice End Date
Absence Entitlement	SKLV DON 300	Leave Donation 300	40.000000			02/01/2018	02/28/2018
Absence Entitlement	USG SCK ENT	Sick Accruals	8.000000			02/01/2018	02/28/2018

On the **Accumulators** page, there's a **Sick Accruals** adjusted amount of -40, bringing their available **Sick Balance** down from 2157.66 to 2117.66.

The screenshot shows the 'Accumulators' page for Calendar Group ID 2018 M 0228, Monthly Feb 2018. The table lists two accumulator results:

Period	Element Name	Amount	Description	From	Through
Year to Date	USG SCK ENT_ADJU	-40.000000	Sick Accruals	01/01/2018	12/31/2018
Year to Date	USG SCK ENT_BAL	2117.660000	Sick Balance	01/01/2018	12/31/2018



We can also see a **Leave Donation** balance of 40 hours. This tracks how many total hours the employee has donated. The next time they donate, this accumulator will increase.

Calendar Group Results | Earnings and Deductions | **Accumulators** | Supporting Elements

Employee [ ] Empl ID [ ] Empl Record 0

Calendar Group ID 2018 M 0228 Monthly Feb 2018

**Calendar Information** Find First 1 of 1 Last

Calendar ID 2018 2018M02 Pay Group USG\_A  
Segment Number 1 Version 1 Revision 1  
Gross Result Value 0.00 USD Net Result Value 0.00 USD

**Accumulators** Personalize | Find | View All | First 16-17 of 17 Last

Accumulator Results | User Keys

Period	Element Name	Amount	Description	From	Through
Custom Period	SKLV DON 300_BAL	40.000000	Leave Donation 300	01/01/2015	
Custom Period	SKLV DON 300_ENT	40.000000	Leave Donation 300	01/01/2015	

#### 4.2. Review Results – Recipient.

For the recipient, on the **Supporting Elements** page there is the **Sick Leave Receive 300** entitlement of 16 hours.

< Process List **Results by Calendar Group**

Calendar Group Results | Earnings and Deductions | Accumulators | **Supporting Elements**

Employee [ ] Empl ID [ ] Empl Record 0

Calendar Group ID 2018 M 0228 Monthly Feb 2018

**Calendar Information** Find First 1 of 1 Last

Calendar ID 2018 2018M02 Pay Group USG\_A  
Segment Number 1 Version 1 Revision 1  
Gross Result Value 0.00 USD Net Result Value 0.00 USD

**Supporting Elements** Personalize | Find | View All | First 1-5 of 40 Last

Element Type	Element Name	Description	Amount	Character Value	Date Value	Slice Begin Date	Slice End Date
Auto Assigned Components	USG SPRC ENT_UADJ	USG SP Receive Entitlement	40.000000			02/01/2018	02/28/2018
Absence Entitlement	SKLV REC 300	Sick Leave Receive 300	16.000000			02/01/2018	02/28/2018
Absence Entitlement	USG SCK ENT	Sick Accruals	8.000000			02/01/2018	02/28/2018
Absence Entitlement	USG SPDN ENT	USG SP Donation Ent	0.000000			02/01/2018	02/28/2018
Absence Entitlement	USG SPRC ENT	USG SP Receive Entitlement	0.000000			02/01/2018	02/28/2018

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On the **Accumulators** page, the recipient's Sick balance does not change. Instead, the employee now has a **Sick Leave Receive** balance of 16 hours. If the employee receives more leave, it would be added to this accumulator. This balance will decrease as sick leave received is used.

**Process List** **Results by Calendar Group**

Calendar Group Results | Earnings and Deductions | **Accumulators** | Supporting Elements

Employee [ ] Empl ID [ ] Empl Record 0

Calendar Group ID 2018 M 0228 Monthly Feb 2018

Calendar Information Find First 1 of 1 Last

Calendar ID 2018 2018M02 Pay Group USG\_A  
Segment Number 1 Version 1 Revision 1  
Gross Result Value 0.00 USD Net Result Value 0.00 USD

**Accumulators** Personalize | Find | View All | First 11-15 of 15 Last

Accumulator Results | User Keys

Period	Element Name	Amount	Description	From	Through
Year to Date	USG USCH HOL_BAL	0.000000	Unscheduled Holiday	01/01/2018	12/31/2018
Year to Date	USG VAC ENT_BAL	340.500000	Vacation Balance	01/01/2018	12/31/2018
Year to Date	USG VAC ENT_ENT	28.000000	Vacation Accruals	01/01/2018	12/31/2018
Custom Period	SKLV REC 300_BAL	16.000000	Sick Leave Receive 300	01/01/2015	
Custom Period	SKLV REC 300_ENT	16.000000	Sick Leave Receive 300	01/01/2015	

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